

Fiscal Year: 2013-2014

District _____ **Evaluator** _____

Section	Item	ARS § 15-918 and State Board Requirements
4	Executive Summary	ARS § 15-918.02
	<input type="checkbox"/> No more than four pages with categories labeled	
	<input type="checkbox"/> A. Introduction and statement of the district's Career Ladder mission	N/A
	<input type="checkbox"/> B. Structure of the Career Ladder program	E.1.a-c (p. 1-2) A.1 & SB 1-5 (p. 3)
	<input type="checkbox"/> C. Provisions for placement and advancement	A.3.a-c (p. 3); A.4.a-d (p. 5)
	<input type="checkbox"/> D. Evaluation of teacher performance (instructional skills with students)	A.2-A.3.a (pgs. 3-4)
	<input type="checkbox"/> E. Evaluation of teacher's pupil progress	A.3.b & SB 1-2 (p. 4)
	<input type="checkbox"/> F. Higher Level Instructional Responsibilities	A.3.c (p. 4)
	<input type="checkbox"/> G. Program administration (including steering committee, staff, etc.)	A.6.a-d (pgs. 5-6)
	<input type="checkbox"/> H. Periodic program evaluation, review, and refinement	A.7 (p. 6)
	<input type="checkbox"/> I. Professional development/leadership opportunities for teachers	E.1.b (p. 2); A.4.d (p. 5); A.8 (p. 6)
	<input type="checkbox"/> J. Communication model	A.6.b (p. 6)
	<input type="checkbox"/> K. Compensation system	E.1.d (pgs. 1-2) A.5 & SB 1-3 (p. 5)
<input type="checkbox"/> L. Structure of additional incentive component (if applicable)	15-918.02.B- C (pgs. 6-8); SB (p. 7)	
<input type="checkbox"/> M. Impact of Career Ladder program on student progress	15-918.03.5.c (p. 10)	
Questions/Comments		

Section	Item	ARS § 15-918 and State Board Requirements
5	Maintenance of Program Requirements Pursuant to ARS §15-918.02, every district is required to submit a current program handbook with page numbers cited in Section 5 for the following 13 areas:	
	<input type="checkbox"/> A. Career Ladder Mission	
	<input type="checkbox"/> B. Structure of Career Ladder program (excluding additional incentive component)	E.1.a-c (pgs. 1-2) A.1 & SB 1-5 (p. 3)
	<input type="checkbox"/> C. Provisions for placement and advancement for each level/step	A.3, A.4 (pgs. 3-5)
	<input type="checkbox"/> D. Evaluation of teacher performance for each level	A.2-A.3.a (pgs. 3-4) & 15-537
	<input type="checkbox"/> E. Evaluation of teacher's pupil progress for each level	A.3.b & SB 1-2 (p. 4)
	<input type="checkbox"/> F. Evaluation of higher level instructional responsibilities	A.3.c (p. 4)
	<input type="checkbox"/> G. Program administration/steering committee	A.6.a-d (pgs. 5-6)
	<input type="checkbox"/> H. Periodic program evaluation, review, and refinement	A.7 (p. 6)
	<input type="checkbox"/> I. Professional development/leadership opportunities for currently placed and applying	E.1.b (p.2); A.4.d, A.8 (p. 5); B (p. 6)
	<input type="checkbox"/> J. Communication model	A.6.b (p. 6)
	<input type="checkbox"/> K. Compensation system	A.5 (p. 5); E.1.d (p. 2)
	<input type="checkbox"/> L. Structure of additional incentive component (if applicable)	B.1-2; C (pgs. 6-8) & SB (p.7)
<input type="checkbox"/> M. Appeals process	A.4.c (p. 5)	
Questions/Comments		

Section	Item	ARS § 15-918 and State Board Requirements
8	Budget	
	Review for appropriate distribution. The majority of the budget should be allocated to teacher addenda, and allocated logically with respect to the district's operational plan. Note the alignment of data in the Line Item, Part I, and Summary, Part II. The district may include additional lines in Part I if needed, and explanations beyond space provided in Column E may be attached for clarity.	15-918.04 & SB (pgs. 10-12)
	Part I: Line Item Budget	
	<input type="checkbox"/> A. Item Descriptions	
	<input type="checkbox"/> B. 2011-2012 Budgeted Expenditures	
	<input type="checkbox"/> C. 2011-2012 Actual Expenditures	
	<input type="checkbox"/> D. 2012-2013 Projected Operating Budget	
	<input type="checkbox"/> E. Notations to explain the line item amounts	
	Part II: Budget Summary	
	<input type="checkbox"/> A. Teacher Addenda (dollar amount and percent)	SB 1, min. 51% (p. 7)
	<input type="checkbox"/> B. Staff Development (dollar amount and percent)	15-918.02.A.3.c (p. 4)
	<input type="checkbox"/> C. Administration of Program (dollar amounts and percents)	15-918.02.E.1.b (p. 2)
	<input type="checkbox"/> D. Other Administrator Salaries (dollar amount and percent) – must be \$0 and 0%	
	<input type="checkbox"/> E. Additional Incentive Component (dollar amount and percent)	SB 1, max. 49% (p. 7)
Part III: Additional Information		
<input type="checkbox"/> A. Carryover from 2011-2012	15-918.04.C (p. 11)	
<input type="checkbox"/> Explanation included if more than 5%		
<input type="checkbox"/> Anticipated carryover from 2012-2013		
<input type="checkbox"/> B. Major Changes Anticipated (explanation included if yes)		
<input type="checkbox"/> JTED if appropriate (from Line Item 3)		
<input type="checkbox"/> Sudden Growth if appropriate (from Line Item 4)		
Questions/Comments		

Section	Item	ARS § 15-918 and State Board Requirements
9	Additional Incentive (if applicable)	ARS § 15-918.02
	<input type="checkbox"/> A. A 2-3 page detailed description of additional incentive program components including	SB #5 (p. 7)
	<ul style="list-style-type: none"> • integration with the main Career Ladder program and support of both district and Career Ladder goals 	SB #5 (p. 7)
	<ul style="list-style-type: none"> • a yearly November 1 performance assessment plan 	SB #5 (p. 7) & C (p. 8)
	<ul style="list-style-type: none"> • an implementation timeline 	SB #5 (p. 7)
	<ul style="list-style-type: none"> • incentive goals focused on reaching maximum school potential and enhanced pupil progress 	SB #5 (p. 7)
	<input type="checkbox"/> B. A two-page-maximum description of parental quality rating conducted by the district and including questions relating to pupil progress	SB #6 (p. 7)
	<input type="checkbox"/> C. A separate budget and expenditure report including the 2011-2012 operating budget and including the dollar amounts and percentages for	SB #7 (p. 7)
	<input type="checkbox"/> 1. Career Ladder monies allocated to the additional incentive component (not to exceed 49%)*	SB #1 (p. 7)
	<input type="checkbox"/> 2. the additional incentive budget allocated for the purpose of planning and development (not to exceed 5%)	SB #4 (p. 7) & C (p. 8)
	<input type="checkbox"/> 3. the additional incentive budget allocated for the purposes of staff development (not to exceed 10%)	SB #4 (p. 7)
	<input type="checkbox"/> D. A one-page-maximum summary outlining provisions for spending these funds if schools in the district do not achieve the incentive for this application year. <input type="checkbox"/> E. Additional Incentive line-item budget, reflecting the appropriate dollar amounts, budget percentages, and justifications (when necessary).	
* If this amount exceeds 20% of the district's Career Ladder funding, provide justification, including documentation detailing teacher, administrator, district steering committee and governing board member involvement in the development of the program and a vote of all district teachers, with a majority indicating support for the additional incentive program.		SB #8 (p. 7)
Questions/Comments		

General comments, positive feedback, and cautions to district

- ☐ **Recommend for Approval**
- ☐ **Hold for Clarification**
- ☐ **Not Recommended for Approval**

Reviewed by _____ Date _____

Second Review (if held)

Concerns or notations for evaluation of application in subsequent years.